Meeting Minutes – Port Byron Library Board of Trustees

|  |
| --- |
| **Meeting Information** |
| **Date: 11/2/23** |  | **Location:** | Port Byron Library |
| **Time:** | Start: 6:00 pmEnd: 7:10 pm | **Meeting Type:** | Board of Trustees Monthly Meeting |
| **Called By:** | Joyce Alfred | **Facilitator:** | Joyce Alfred |
| **Submitted by:**  | Mary Beth Howell |  |  |
| **Attendees:** | Bernie Redmond, Sharon Mills, Hal Lewis Joyce Alfred, Amanda Hare, Mary Beth Howell, Rachel Kepple, Andrea SeamansAbsent: Steve Whipple, Bernie Tomasso |
| **Guests:**  | Amy Lamouroux |
| **Reports** | **Presenter** |
| **1** | Approve Meeting AgendaMotion: Andrea SeamansSecond: Hal LewisAll Approved | Joyce Alfred |
| **2** | Approve Meeting Minutes from Previous Meeting (October)Motion: Hal LewisSecond: Bernie RedmondAll Approved | Joyce Alfred |
| **3** | Treasurer’s ReportMotions to accept the treasurer's reportMotion: Sharon MillsSecond:Andrea SeamansAll Approved | Bernie Redmond |
| **3** | Director’s Report* November Program flier
* Amy has an email in to Sarah about asking for an increase in the tax levy for the next school budget vote, We didn’t ask for an increase last year.
* School librarian stopped on the return a book a student returned to the school that belonged here. She is willing to have a partnership with our library.
* Giving tree set up in the library. General donations to the library.
* Hat and mitten tree up in the library.
* A Motion was made to Send $700 to Finger Lakes Library System for the Overdrive contribution.
	+ Motion:Hal Lewis
	+ Second: Sharon Mills
		- All Approved
* Proposed 2024 Budget
* Payroll
* Amy wrote a thank you and a response to her evaluation.
 | Amy Lamouroux |
| **Old Business** | **Motion By** |
| **1** | Personnel Manual Update* Look at the changes
* Accept the changes
* Vote on the changes
 | A Motion was made to approve the personal manual with the changes that were made.Motion: Rachel KeppleSecond: Mary Beth HowellAll Approved |
| **2** |  Staff Evaluation Forms & Policy\*Moved to next meeting\* |  |
| **New Business** | **Motion By** |
| **1** | Accept Board Member Leave Requestfrom Nov 1 2023, thru April 1, 2024Motion to accept the board member leave of absence request | Motion: Hal LewisSecond: Sharon MillsAll Approved |
| **3** | Meeting Adjourned | Motion: Hal LewisSecond: Amanda HareAll Approved |
| **Public Comments** | **N/A** |
| **Other Notes & Information** |
| **Next Meeting - December 14, 2023****Moved from December 7th to December 14th due to the High school Band/chorus concert** |